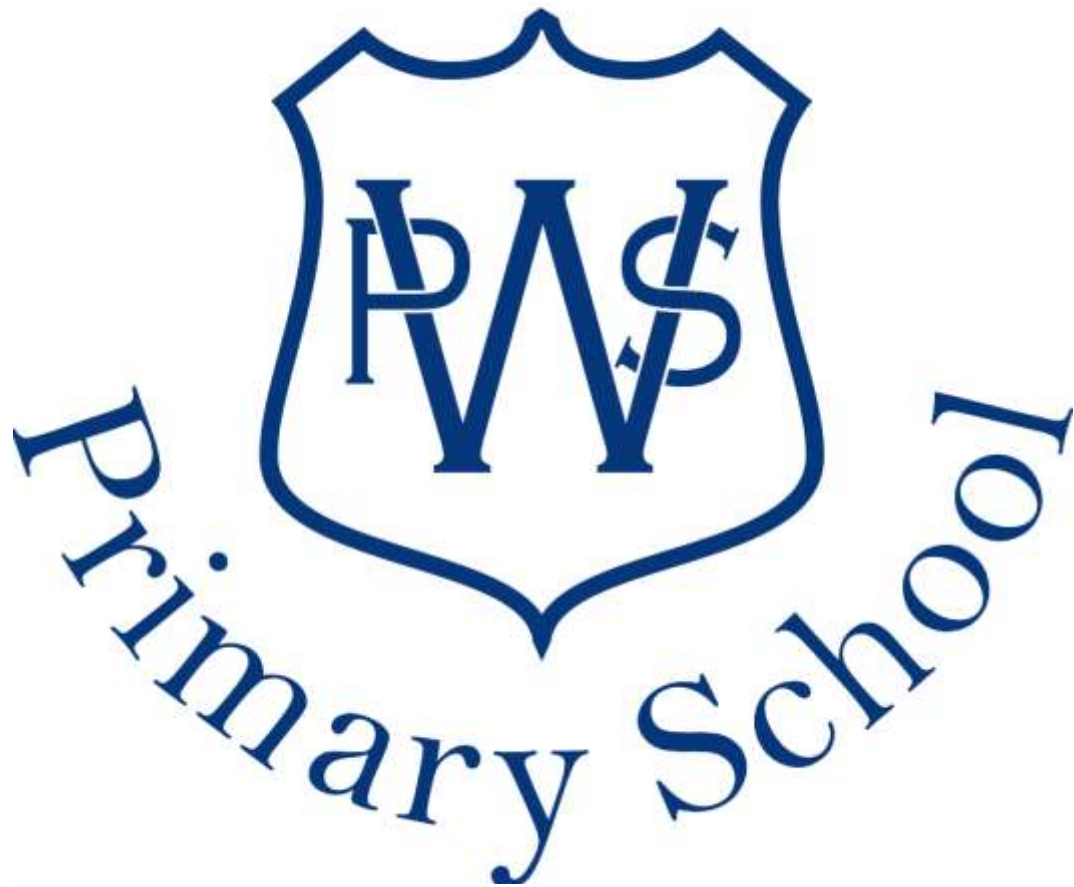


# Whiteinch



*“Over and Above”*

SCHOOL INFORMATION  
HANDBOOK

*Updated October 2023*

Ready    Respectful    Safe

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## Whiteinch Primary School Handbook 2023/24

### Welcome to Whiteinch Primary School

A very warm welcome to Whiteinch Primary School and our school handbook.

This handbook will, I hope, help you to understand more about our school and provide a range of information which you will find helpful.

At Whiteinch Primary we aim to ensure that every child is valued and supported in achieving their full potential so that the whole person is developed. We appreciate that this task requires that we work in close partnership with others and hope that parent and carers and their families enter into a partnership with the school in order that, together, we provide a happy, safe and secure educational environment for all our pupils. We would encourage you to become involved with the school and the various activities, events and meetings that will take place throughout the session. This is now your school and we hope to develop strong links throughout the duration of your child's time with us.

I hope that this handbook will help to inform you about school life at Whiteinch, and about how we can work together to provide the best possible learning experiences for your child.

Should you wish to discuss your child's progress or have any other concerns, please do not hesitate to contact the school immediately. Any concerns you may have will be dealt with promptly and in a caring and sensitive way.

I hope your child will be happy with us and that they will enjoy the many opportunities for learning that we offer through the wide range of activities and experiences of our school.

In everything we do at Whiteinch, we aim to ensure that the children have the opportunity to go: **"Over and Above"**  
With every best wish,

*Emma McGill*

Emma McGill  
Acting Executive Headteacher

## **School Vision & Values**

In Whiteinch Primary School we aim to provide a welcoming and friendly environment for our pupils, parents, staff and the wider school community.

We are a nurturing school where everyone feels safe, happy and valued. Diversity is celebrated and all children are supported to reach their full potential. This is achieved through working together with our children, families, and the community, based on a shared understanding and desire to help every individual do their best.

## **Values**

Our school community shares the following core values which were agreed in consultation with pupils, parents and staff:

- **Ready**
- **Respectful**
- **Safe**

The school community's motto: ***Over and Above***

## **School Information**

You can cut out the following information and have it on your fridge, purse or work desk etc. for ease of finding the numbers required.

### **Contact Details:**

Whiteinch Primary School  
56 Medwyn Street  
Glasgow G14 9RP  
Phone: 0141 959 3271

Email: [headteacher@whiteinch-pri.glasgow.sch.uk](mailto:headteacher@whiteinch-pri.glasgow.sch.uk)

Further information about schools can be accessed online via the Glasgow City Council



## **Enrolment**

Registration of Primary 1 children takes place in November and is advertised widely in local press etc. Prospective parents are welcome to visit the school and should contact the school office to arrange an appointment.

Families living outwith the catchment area are welcome to make a placing request to attend a Glasgow Primary School but must enrol their child at their local school as a first step. Further information is available using the following [www.glasgow.gov.uk/index.aspx?articleid=8629](http://www.glasgow.gov.uk/index.aspx?articleid=8629)

## **Organisation of Classes**

The following guidelines set by Scottish Government apply.

P1	maximum 25
P2&3	maximum 30
P4-7	maximum 33
Composite classes	maximum 25

Composite classes have pupils from more than one stage. We are a small school and as such it is likely that most children will be in a composite class at one or more stages of the school. Careful consideration is given to the makeup of these classes. Parents and carers should contact the headteacher if they have any concerns.

## **The School Day**

Morning session 1	09.00 -10.30
Interval	10.30 - 10.45
Morning session 2	10.45 - 12.15
Lunch	12.15 - 13.00
Afternoon	13.00 - 15.00

Whiteinch Primary is committed to providing a minimum of two hours of physical activity in the form of PE lessons per week. Pupils are also encouraged to be active by participating in breakfast, lunchtime and after school sports clubs.

## **School Holidays**

Details of holiday dates are available on the Glasgow City Council website: [www.glasgow.gov.uk/index.aspx?articleid=9418](http://www.glasgow.gov.uk/index.aspx?articleid=9418)

## **Pupil Absence**

Within Glasgow Primary Schools good attendance is encouraged. Parents should inform the school if their child is going to be off school due to short term sickness or medical appointments. This should be done before 9.30am on the first day of absence by contacting the Absence Reporting Line on **0141 287 0039**. A note of explanation should be sent in to school on the child's first day back. For other absences, such as bereavement or hospital stays parents and carers should call the school directly, giving as much notice as possible.

The school uses daily text messaging to inform parents of their child's absence if no contact is made. All unexplained absence is investigated by the school and appropriate action taken.

## **Appointments during school hours**

If your child has an unavoidable appointment, please give them a letter for their class teacher and then collect them from the school office at the specified time.

## **Medical & Healthcare**

The school nurse visits at various times during the year for routine health checks, vaccinations and medical examinations. Parents are kept informed by letter or text.

If a child becomes ill during the course of the school day, he/she may require to be sent home. Please ensure that you keep the school informed of all contact details in case we need to contact you in case of illness or an emergency.

Parents should inform the school of any medical requirements relating to their child. If a child requires medication during the school day, parents must complete the appropriate medical form. This is available on request from the school office. Please note that only prescribed medication can be administered by school staff.

## **Emergencies**

We make every effort to maintain a full educational service, but on some occasions, circumstances arise which lead to disruption. Schools may be affected by, for example, severe weather, temporary interruption of transport, power failures or difficulties of fuel supply.

In such cases, we shall do all we can to let you know about the details of our closure or re-opening by using letters, texts and the local media etc.

## **School Uniform**

Our uniform was agreed in consultation with pupils and parents. It is expected that all children attending Whiteinch Primary School will wear our uniform.

Whiteinch Primary School uniform is as follows:

- Blue shirt and school tie
- Pale blue polo shirt
- Navy cardigan/jumper
- Navy trousers
- Whiteinch checked skirt/pinafore or navy skirt/pinafore.
- Blue school dresses in the warmer months.

Blazers, sweatshirts, cardigans, jackets and polo shirts with the school logo are available online.

Please ensure that all school uniform items and other items of clothing such as jackets are clearly marked with the owner's name.

## **PE Kit**

It is important that pupils come prepared to learn and for PE this requires appropriate clothing. All jewellery should be removed. Pupils who are not participating in PE must have a note or a medical certificate. Pupils who are unable to participate in practical PE should still bring their kit to allow them to assist in the lesson by refereeing, keeping scores or assisting with the distribution of equipment. This ensures that they are still able to take part in some way in the work of the class and do not miss out on the knowledge and understanding of the course.

**Our PE kit is as follows:**

- School PE hoodie
- Blue dri-fit top
- Navy joggers/shorts

## **Clothing Grants and Free School Meals**

Parents/Carers receiving Income Support, Job Seekers Allowance (Income Based), Working Tax Credit (with a total annual income of less than £17,005), Housing Benefit, or Council Tax Benefit will normally be entitled to free school meals and clothing grants for their children. Information and application forms may be obtained at: -

[www.glasgow.gov.uk/index.aspx?articleid=8629](http://www.glasgow.gov.uk/index.aspx?articleid=8629)



## **School meals**

Fuel Zone provides a lunch service in school which offers a variety of meals and snacks. School meals currently cost £1.90 per day, but all pupils in Primary 1-5 are entitled to a free school meal. Special diets for children with medical requirements can be provided. Please inform the Headteacher if your child has particular dietary requirements.

Children who prefer to bring packed lunches are accommodated in the dining hall.

## **Transport**

The education authority has a policy of providing free transport to all pupils who live out with a certain radius from their local school by the recognised shortest walking route. This policy is more generous than the law requires. This means that the provision of transport could be reviewed at any time. Parents/Carers who consider they are eligible should obtain an application form from the school or at [www.glasgow.gov.uk/index.aspx?articleid=8629](http://www.glasgow.gov.uk/index.aspx?articleid=8629)

## **Transfer from Primary to Secondary School**

Children and young people normally transfer between the ages of 11 ½ and 12 ½, so that they will have the opportunity to complete at least 4 years of secondary education.

Children from our school normally transfer to:

HYNDLAND SECONDARY SCHOOL  
Lauderdale Gardens  
Glasgow G12 9RQ  
Headteacher: Mrs Louise Edgerton  
Telephone: 0141 582 0130  
Email: [headteacher@hyndland-sec.glasgow.sch.uk](mailto:headteacher@hyndland-sec.glasgow.sch.uk)  
[www.hyndland-sec.glasgow.sch.uk](http://www.hyndland-sec.glasgow.sch.uk)

The catchment for Hyndland secondary is determined by a pupil's address and not by the primary school attended. Parents can check their catchment school by using the "Find my Nearest" tool on the Glasgow City Council website. Parents may also make placing requests to the secondary school of their choice and further information may be found at [www.glasgow.gov.uk/index.aspx?articleid=8629](http://www.glasgow.gov.uk/index.aspx?articleid=8629)

Hyndland Secondary School staff work with all of our pupils from Primary 6 onwards to prepare them for the transfer to secondary education. Transition information sessions are also organised for parents.

## **Working with parents**

In Whiteinch Primary School we recognise that to enable each child to do their best it is vital that we work in close partnership with parents and carers and we will strive to consult with you and keep you informed of new developments wherever possible. We will do this in a range of ways, for example through questionnaires, opinion polls, focus groups and one to one conversation as appropriate.

We will keep you informed of school events and day to day school issues by the methods listed below. It is important, therefore, that you let us know of any changes to contact details as soon as possible. You can do this by telephone, emailing the head teacher's account, by letter or popping into the school office.

*Some of the ways in which we communicate with parents and carers: -*

Newsletters/GroupCall updates – these will be sent out on a regular basis to keep parents informed about the work of the school.

Email/Letters – further information which requires a response may be sent out in letter form.

Text messaging – Text messages will be sent with reminders about events/school closures etc. Please note that the number from which text messages are sent out does not receive incoming calls, although you can use it to reply to texts. Please use the main school number if you wish to speak to us.

Meetings – Parents and carers are welcome in the school to discuss any aspect of their child's development and progress. There are various opportunities throughout the year when parents can discuss their child's progress with the class teacher and view the child's work. These will be highlighted in newsletters or by invitation.

The senior leadership team are also available for parents and carers during the school day providing they are not teaching or in another meeting. To avoid disappointment, it is advisable to make an appointment.

Parents and carers are welcome at events throughout the school year e.g. workshops, information evenings, class performances and assemblies. We will keep you informed as above.

The support of parents and carers in helping out with class activities and on trips and visits is invaluable to the work of the school. Indeed, it is only with the help of our parent body that we are able to undertake as many outdoor learning experiences as we do.

Community involvement is also an important part of Whiteinch Primary school's approach. We welcome opportunities to become involved in the local area by participating in a range of events. We actively support Whiteinch foodbank and have developed positive relationships with local businesses.

## **Home Learning**

Continuing to learn at home helps children to achieve more and is a vital part of our partnership with parents. Please check your child's schoolbag for communication about home learning and specific tasks. However, we increasingly use Seesaw, a digital learning platform, for homework across the school.

## **Parent Council**

Our Parent Council supports the school by representing the views of parents. This is the main parent forum with which the headteacher will consult on school matters. They also organise social and fundraising activities, the proceeds of which provide resources to enhance the experiences for all our children.

All parents are welcome to attend Parent Council meetings and can become members at the AGM. The support provided by the parent council is invaluable and we strongly encourage as many parents as possible to participate. Parent Council minutes are available on request from the school office. A list of current members and contact details of office bearers is also available from the school office.

Information on the Glasgow City Councils' Parental Involvement Strategy can also be found at [www.glasgow.gov.uk/index.aspx?articleid=8642](http://www.glasgow.gov.uk/index.aspx?articleid=8642)

## **Emergency Contact Information**

At the start of each school session, parents will be issued with the annual data check form. Please ensure that this is completed and returned to the school. It is also important that you let us know if there are changes to your telephone number(s) or to those of your emergency contacts throughout the year.

## **The Curriculum**

Curriculum for Excellence is the core Scottish curriculum and aims to raise standards of learning and teaching for all 3 to 18-year olds in order to help prepare children and young people with the knowledge and skills they need in a fast-changing world. As part of Curriculum for Excellence, all children from pre-school to the end of S3 will receive a rounded education known as a Broad General Education (BGE).

Curriculum for Excellence is all about bringing real life into the classroom and taking lessons beyond it.

Through the experiences we provide at Whiteinch Primary School we aim for our children to become Successful Learners, Confident Individuals, Responsible Citizens and Effective Contributors. We promote these capacities in class and assemblies and we reward pupils with monthly certificates. We are committed to providing children with a broad general education and focus on eight curriculum areas:

Expressive Arts	Health & Wellbeing	Languages	Mathematics
Religious & Moral	Sciences	Social Studies	Technologies

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Progress in learning is indicated through curriculum levels as detailed below.

Level	Stage
Early	The pre-school years and P1 or later
First	To the end of P4, but earlier or later for some
Second	To the end of P7, but earlier or later for some
Third & Fourth	S1-S3, but earlier for some

Expressive arts: The inspiration and power of the arts play a vital role in enabling our children and young people to enhance their creative talent and develop their artistic skills in music, dance, drama and art.

Health and wellbeing (HWB): Learning in health and wellbeing ensures that children and young people develop the knowledge, understanding and skills which they need now and, in the future, to help them with their physical, emotional and social wellbeing.

Relationships, Sexual Health and Parenthood Education is one aspect of the HWB programme and is normally delivered in the third term. Meetings and information sessions for parents and carers are organised before the lessons begin so that they are well informed about what their children are learning and any questions or concerns can be addressed.

Science: Science and its practical application in healthcare and industry is central to our economic future, for our health and wellbeing as individuals and as a society. Children are engaged in developing scientific enquiry and analytical skills through learning about Planet Earth, Forces, electricity and waves, Biological systems, Materials and Topical science.

Social Studies: Through social studies, children and young people develop their understanding of the world by learning about other people and places both past and present, societies, their beliefs and values.

Religious and moral education: Religious and moral education includes learning about Christianity, Islam and other world religions, and supports the development of beliefs and values.

Languages: Knowing other languages and understanding other cultures is a 21st century skill set for students as they prepare to live and work in a global society. In Whiteinch Primary pupil learn French from P5. The range of languages spoken by pupils is celebrated and promoted in every class.

Technologies: The range of subjects in technical education has changed significantly over the last two decades and now includes craft, design, engineering and graphics.

Class teachers give pupils choices in what they learn by engaging them in planning lessons and topics and in helping them to identify their own.

In all aspects of learning, natural links between subject areas are made explicit so that our pupils can connect their learning and understand its relevance to the world in which they live. Some aspects of the above curricular areas will be taught in discrete lessons; some in cross curricular topics or inter-disciplinary learning and some in focus weeks, such as health or science weeks, during the course of the school year.

Where possible, we make use of local resources to enhance lessons and classes can often be found out and about in the local environment.

There will be opportunities throughout the year for parents and carers to learn more about aspects of the curriculum and to be consulted about significant changes if appropriate.

### **Useful websites**

[www.curriculumforexcellencescotland.gov.uk](http://www.curriculumforexcellencescotland.gov.uk)

[www.educationscotland.gov.uk/parentzone/index.asp](http://www.educationscotland.gov.uk/parentzone/index.asp)

### **Religious Observance**

Our school is a non-denominational school which means that children of all denominations and none are welcome. We do not provide religious instruction in any faith, but we encourage our children to learn about a range of different faiths to foster an ethos of tolerance and understanding. We are fortunate to have a close link with Whiteinch church. From time to time we may invite representatives of other faiths and denominations to give our pupils an insight into their beliefs. Parents have the right to withdraw their child from religious observance and should inform the school in writing if they wish to do so.

### **Extra-Curricular Activities**

We have a wide range of activities that run before and after school and during lunchtimes to extend the learning experience for our pupils. These include dance, music and a range of sporting activities throughout the year. Please check your child's schoolbag for information as places are popular and usually limited.

Good links with community organisations and our Active Schools Co-ordinator are vital for the success of these programmes. Whiteinch Primary School works with a variety of local organisations and businesses. We greatly appreciate the learning opportunities and support for the school provided by this partnership working.

### **Assessment & Reporting**

All children are assessed both formally and informally throughout the year. This allows children and their teachers to identify their strengths and areas for improvement. A variety of assessment methods are used to enable staff to pass on information to parents about the progress of their child. Assessment records are kept by the class teacher and form the basis of discussion at Parents' Evenings in October and March. An annual report is sent to parents towards the end of each school year.

Teachers in Whiteinch primary and across the Hyndland Learning Community meet regularly to set standards and discuss expectations for pupils at every level.

Termly meetings are held between class teachers and the senior leadership team to track pupil progress, recognise achievement and highlight concerns so that appropriate interventions can be put in place as required.

If you have any concerns about your child's progress do not hesitate to contact the school.

### **School Improvement**

On an annual basis, a Standards and Quality report is produced for parents. The Standards and Quality report highlights progress in key curricular areas such as literacy, numeracy and health & wellbeing. Our priorities for improvement are determined by our self-evaluation procedures which involve our whole school community and detailed in our School Improvement Plan. Any parent or carer seeking a copy of the plan, or wishing to make a comment on it can do so by contacting school office.

### **Pupil Profiles**

Every child leaving primary school in Scotland has their key achievements in school, at home and in the community documented within a P7 profile. The content of the profile is decided by the young person. The profile is a positive record of their achievements and emphasis their strengths. The profile provides a valuable way for learners to share information about their achievements with their parents and teachers in secondary school.

## **Support for Pupils**

The school has a duty to ensure that all pupils have equal access to the curriculum, with appropriate support for their needs if required. This applies to the content of lessons, teaching strategies and minor adaptations to the school environment. There are a wide range of factors which may act as barriers to learning. We are committed to working closely with parents and carers to ensure that they are fully involved in any decisions about support for their children's needs. Ms Rodriguez is our Additional Support Needs (ASN) coordinator and is the first point of contact for teachers and parents raising concerns about a child's progress.

All school staff have a responsibility to provide pastoral care to pupils and to refer any concerns about a child's wellbeing to Mrs McGill or Ms Rodriguez , who are the Child Protection Coordinators.

Glasgow City Council has a duty, as outlined in the Standards in Scotland's Schools 2000 Act, to ensure that your child achieves their potential. Glasgow's Education Services are committed to the inclusion of all children and young people with additional support needs, where possible, within mainstream schools. This is in accordance with the statutory requirement in the 2000 Act. It is also part of Glasgow's policy to maintain a range of special educational establishments

Further information relating to additional support needs is available on the Glasgow City Council website – [www.glasgow.gov.uk/index.aspx?articleid=8627](http://www.glasgow.gov.uk/index.aspx?articleid=8627)

## **Getting it Right for Every Child (GIRFEC)**

The GIRFEC approach is about how staff in all children's services meet their needs by working together where necessary to ensure that children reach their full potential. This is at the heart of our school's approach to supporting our pupils and a significant amount of work has gone into developing an understanding of what GIRFEC means in our school community. Further information can be found on the website [www.scotland.gov.uk/gettingitright](http://www.scotland.gov.uk/gettingitright) or by contacting the headteacher.

## **Promoting Positive Behaviour**

Children's Rights as outlined in the UNCRC (United Nations Convention on the Rights of the Child) are fundamental to a good school ethos. Adults in our school will work with children to ensure they are aware of their rights and fully respect the rights of others. Therefore, the approach within Whiteinch Primary School is to build a positive ethos that demonstrates care and respect for all. Positive behaviour is recognised and celebrated in all areas of school life. Our school operates a system of values and high expectations of behaviour. This is celebrated through praise, awards and certificates in class and at assemblies.



The highest standards of behaviour are expected of pupils at all times. Parents are asked to co-operate with the school in encouraging a sense of responsibility and good behaviour in their children.

### **Pupil Council**

Our Pupil Council is made up of representatives from each class with elections taking place every year in September. This is an important group which ensures that the views of pupils are heard and that pupils have a voice in school decisions.

### **School Policies**

School policies, such as *Relationships & Promoting Positive Behaviour*, *Administration of Medicines*, *Home Learning* etc. are developed in accordance with Glasgow City Council (GCC) guidelines and continually under review. Copies are available in the school office. Information on GCC policies is available on the Glasgow City Council website.

### **Child Safety/Child Protection Policy**

Please see Glasgow City Council Management Circular 57 extract below

#### **Management Circular No 57**

#### **Glasgow City Council Education Services**

##### **CHILD WELFARE & SAFETY and CHILD PROTECTION**

All educational establishments and services must take positive steps to help children and young people protect themselves by ensuring that programmes of health and personal safety are central to the curriculum and should have in place a curriculum that ensures that children/ young people have a clear understanding of the difference between appropriate and inappropriate behaviour on the part of another person, no matter who.

As with other areas of the curriculum, you will be kept informed of the health and personal safety programme for your child/ young person's establishment. Educational establishments and services must create and maintain a positive ethos and climate which actively promotes children and young people's welfare and a safe environment by:

- Ensuring that children and young people are respected and listened to
- Ensuring that programmes of health and personal safety are central to the curriculum
- Ensuring that staff are aware of child welfare & safety and protection issues and procedures
- Establishing and maintaining close working relationships and arrangements with all other agencies to make sure that professionals collaborate effectively in protecting children and young people



Should any member of staff have concerns regarding the welfare or safety of any child or young person they must report these concerns to the head of the establishment. The Head, or the person deputising for the head, after judging that there may be grounds for concern regarding the welfare or safety of any child or young person must then immediately advise the duty Senior Social Worker at the local Social Work Services area office of these concerns.

### **Data Protection – use of information about children and parents/carers**

We collect information about children attending school (and also about parents/carers, emergency contacts etc. provided in the annual data check) to allow us to carry out the Council's functions as the education authority for the City of Glasgow. This may sometimes involve releasing personal information to other agencies and other parts of the Council, particularly in relation to child protection issues or criminal investigations, and it may also be used for research purposes (see the link below for more details regarding this).

Information held by the school is, in legal terms, processed by Glasgow City Council. The Council is registered as a data controller under the Data Protection Act 2018 and all personal data is treated as confidential and used only in accordance with the Data Protection Act, the General Data Protection Regulations, and the Information Use and Privacy Policy approved by the City Council. For more information on how we use personal information, or to see a copy of the Information Use and Privacy Policy, see <https://www.glasgow.gov.uk/index.aspx?articleid=18010> .

Education specific privacy statements can be accessed at <https://www.glasgow.gov.uk/index.aspx?articleid=22069> .

### **Comments & Complaints**

In Whiteinch Primary School we aim to have positive relationships across our school community. However, if you have a comment or complaint about any aspect of school life, please contact the Headteacher in the first instance.

Glasgow City Council complaints procedures are available at: [www.glasgow.gov.uk/index.aspx?articleid=2896](http://www.glasgow.gov.uk/index.aspx?articleid=2896)

Education Services  
Glasgow City Council  
City Chambers East  
40 John Street  
Glasgow G1 1JL

Tel: 0141 287 5384  
e-mail: [education@glasgow.gov.uk](mailto:education@glasgow.gov.uk)

The above website also includes information on data protection and freedom of information.

**Useful addresses:**

**EDUCATION SERVICES**

40 John Street  
Glasgow G1 1JL

Phone: 0141 287 2000

**Whiteinch Community Centre**

1 Northinch St, Glasgow,

G14 0UG  
0141 950 4434

The information contained in this handbook is believed to be correct at the time of writing. There may, however, be some changes to some of the information during the course of the school year.